CalSCHLS 5 STEP REGISTRATION INSTRUCTIONS

**STEP 1:** Visit our website here:  
https://www.calschls.org/

Click on the “Registration Portal,” and then “Go to the Survey Registration Portal.”

**STEP 2:** Create an account

- **Multiple District Coordinators?** – At this time, the system allows for one contact per district.
- **Directly Funded?** – This option is for directly funded charter schools.
- **Multiple Districts?** - Register for one district, then contact your CalSCHLS TA. They will help you get access for the rest of your districts.

**STEP 3:** Account Approval – Once your CalSCHLS Technical Advisor approves your account you will have access to complete your registration. You should receive an email with a link to the portal.

Dear,

Thank you for signing up for CalSCHLS.

Your account has been approved. You can sign in and proceed with your survey registration on the CalSCHLS Registration Portal at https://wested.gop.m-des.com/wed.

If you have any questions, please email us at calschls@wested.org or call at 888.841.7596.

Sincerely,
The CalSCHLS Team
STEP 4: Choose Surveys - After signing in you may choose who you would like to survey(a) and the survey configuration you will administer to what schools (b). Be sure to save your configuration, you will then receive a confirmation email (c).

STEP 5: Enter Enrollments - In the Enrollment tab, add the enrollment numbers for those schools and grade levels you intend to survey.

Congratulations! Your registration is complete! Your Technical Advisor will be in contact to send your survey links and supporting documents soon. As always you may contact us with any questions by email calschls@wested.org or by calling 888.841.7536.